

**DEPARTMENT OF THE AIR FORCE
HQ AIR INTELLIGENCE AGENCY**



AFI 65-603

**AIR INTELLIGENCE AGENCY
Supplement SUPPLEMENT 1**

17 JUNE 1999

Financial Management

**OFFICIAL REPRESENTATION
FUND-GUIDANCE AND PROCEDURES**

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AFI 65-603, 1 November 1997, is supplemented as follows:

This supplement applies to all units AIA worldwide; it does not apply to AIA-gained Air National Guard or Air Force Reserve units.

SUMMARY OF REVISIONS

Changes level of approval to the Comptroller (HQ AIA/FM) and the Comptroller Review conducted by Chief, Financial Plans Division (HQ AIA/FMP). Adds a sample inventory sheet to the supplement and explains how to maintain inventory stock and the document required for filing.

1.1. The Chief of Financial Plans (HQ AIA/FMP) maintains a formal record file for each function supported by contingency funds. The requester forwards one copy of each item to HQ AIA/FMP. The function file includes:

1.1.1. (Added) AIA Form 47, Commander's Contingency Fund Request, or message requesting approval to use official representation funds (ORF).

1.1.2. (Added) A list of distinguished guests whose participation is supported by the ORFs, include the name, grade, and position of each distinguished guest.

1.1.3. (Added) A list of Department of Defense (DoD) attendees whose participation is supported from ORFs. Include the name, grade, and position of each attendee, including their spouse's name.

1.1.4. (Added) Any contract or purchase order used to host a function.

1.1.5. (Added) All bills and invoices for which payment is requested from the ORF. Payments are not to be made without a supporting bill or invoice.

1.1.6. (Added) Each request for payment from the ORF.

1.1.7. (Added) Payment voucher number (obtain from host AFO).

1.2. Importantly, provide the proper courtesies to our foreign counterparts and ensure the proper documents are available to provide an audit trail. In most cases, certain customs must be upheld and yet these customs are completely strange to the mores of American society. Exercise prudence when requesting approval authority to fund an event using the ORF. To ensure compliance with this objective, only provide funds for the visiting dignitary and party as well as the minimum number of DoD employees required to extend proper courtesies. When requesting ORFs, provide the following information to ensure requests receive the proper coordination for approval. Failure to provide this information may result in the disapproval of your request. Include:

1.2.1. Name, grade, and title of the visiting dignitary and of each member accompanying the dignitary. These are the guests who are attending at the government's expense.

1.2.2. Name, grade, and title of DoD employees.

1.2.3. (Added) Name, grade, and title for all attendees who will attend at their own expense.

1.2.4. (Added) The ratio as shown in AFI 65-603, paragraphs 1.2.1 and 1.2.2, reflects the number of DoD and non-DoD employees attending separately and calculates the ratio.

1.2.5. (Added) Which category of entertainment the request falls under as shown in AFI 65-603, paragraph 2.

1.2.6. (Added) In your request, a brief explanation for the event and how the event was funded in the past. Indicate the previous funding source--fund raisers, unit fund, morale and welfare, the ORF, etcetera. If not funded in previous years, indicate that this is a new requirement.

4. Do not give mementos to employees of the United States government. If you feel the circumstances warrant presenting a memento to an employee of the United States government, submit a request for waiver to HQ AIA/FMP. Include a complete justification for the waiver and presentation. Include the name, grade, and position of the individual to receive the memento.

6. The AIA commander approves all events where ORFs are used to extend courtesies to a visiting dignitary. Therefore, any AIA unit planning on hosting a visiting dignitary must request approval in advance to host the visit. Each request is reviewed on a case-by-case basis and approved or disapproved by the AIA commander. Provide the necessary information for your request by message. The unit commander originates the requests to host functions and for the accompanying funds. The unit commander also forwards the requests to HQ AIA/FMP; this function will not be delegated.

7.1. Submit AIA Form 47. For field unit commanders submitting a message, ensure the message contains the same information that is required by an AIA Form 47. HQ AIA/FMP determines whether the proposed function complies with AFI 65-603, signs the Comptroller Review, and forwards the review to the Financial Management and Comptroller (HQ AIA/FM) for approval.

7.2. Commanders who host events using ORFs, personally monitor expenditures of ORFs for official Air Force purposes in a manner to prevent adverse publicity or criticism. Commanders ensure that HQ AIA/FMP receives copies of all documents pertaining to ORFs (paragraph 1.2, this supplement), and immediately following the function, notify HQ AIA/FMP by message with the date, number of guests (DoD and non-DoD), and dollar amount spent.

8.1. If a stock of mementos is maintained, appoint a custodian in writing to maintain the stock. Clearly tag each item to reflect the date of purchase and the unit cost. Also, the custodian develops written proce-

dures on how to dispose of outdated stock. Do not intermingle ORF-purchased mementos with other like items or items purchased with other types of funds.

8.2. HQ AIA/FM appoints the inventory team, assigns inventory custodians to HQ AIA/CSP (Protocol), and briefs the team on their responsibilities. Strictly control each memento purchased using ORFs. Each unit establishes a control log (attachment 2) to reflect the date of purchase, description of item, unit cost of the item, and the date and name of the individual who received the memento. Additionally, the log must contain a list of previous mementos presented to the same individual and a value of each memento. Maintaining large stocks of mementos are not encouraged.

12.3. (Added) AIA Form 47, Commander's Contingency Fund Request.

Attachment 1

Official Representation Funds Checklist

NO.	ITEM (NOTE: Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)	YES	NO	N/A
	If Official Representation Funds (ORF) are received, the person designated by the unit commander completes the ORFs Checklist before and after the event takes place. Before:			
1.	Are the ratios of invited guests as prescribed? (AFI 65-603, paragraphs 1.2, 1.2.1, 1.2.2, and 1.3.)			
2.	Does the function comply with one of the specified entertainment categories? (AFI 65-603, paragraph 2.)			
3.	Does the distinguished guest qualify to be entertained with contingency funds? (AFI 65-603, paragraph 3.)			
4.	Was the function approved and funds certified before the event occurred? (AFI 65-603, paragraphs 7 and 7.1.)			
	After:			
5.	Was HQ AIA/FMP notified by message or distribution, of the date, number of Department of Defense (DoD) and non-DoD guests, and the dollar amount spent? (AFI 65-603/AIA Sup 1, paragraph 7.3.1.)			

Attachment 2
SAMPLE INCENTIVE SUPPLY LOG

Figure A2.1. Sample Incentive Supply Log.

INCENTIVE SUPPLY LOG												
ORGANIZATION: _____												
DESCRIPTION OF ITEM: <u>Seashell Clocks/Pen Sets (Texas Shape)</u>												
Date Purchased	No. Purchased	Unit Cost	Total Cost	Date Presented	Name and Title Recipient	Name and Title Presenter	Qty on Hand	Qty Issued	Qty Balance	\$ Amount on Hand	Unit Cost of Each Item Issued	Amount Balance
12-Oct-93	12	\$7.78	\$93.36	10-Jan-94	M.A. Whittaker CEO Bottle	Col P. D. Heugel AIA/FM	12	1	11	\$93.36	\$7.78	\$85.58
				11-Jun-94	Chin Chuck ROK INTL OFF	B.G. C.D. Good AIA/CC	11	1	10	\$85.58	\$7.78	\$77.80
							10			\$77.80		

NOTE: A separate form is needed for each item purchased. You will also need a separate form for individual purchases. * Attach documentation to support this entry.

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 Financial Management and Comptroller